

REQUEST FOR AUTHORIZATION OF OVERTIME AND HOLIDAY WORK

TO: Comptroller

~~CONFIDENTIAL~~

FROM: Chief, Finance Division

ALLOTMENT SYMBOL  
2263-1040-1000

PAY PERIOD		ESTIMATED NUMBER	
BEGINNING	ENDING	HOURS	EMPLOYEES
1 October 1961	14 October 1961	14	1
15 October 1961	28 October 1961	14	1

JUSTIFICATION

INDICATE, CONCISELY BUT ADEQUATELY, PURPOSE FOR WHICH OVERTIME IS TO BE USED, TYPE OF PERSONNEL INVOLVED (e.g., clerical, professional) AND REASON WORK CANNOT BE ACCOMPLISHED WITHIN 40 HOUR WEEK. (Do not include Operational Detail)

Overtime performed in the field by Mr.   
who was on TDY.

25X1A9a

DOC	1	REV DATE	19/03/80	BY	006199
CHIEF COMP	38	GPI	38	TYPE	05
ORIG CLASS	5	PAGES	70	REV CLASS	C
JUST	22	NEXT REV	2010	AUTH	HR 70-2

DATE  
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TYPED NAME AND SIGNATURE OF SUPERVISOR (if applicable)

CONCURRENCE (if applicable)

TYPED NAME AND SIGNATURE OF DIVISION CHIEF

DC/Finance Div.

TYPED NAME AND SIGNATURE OF

OFFICIAL

E. R. Saunders, Comptroller

DATE CONCURRED

15 January 1962

DATE AUTHORIZED

22 JAN 1962

~~CONFIDENTIAL~~

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~~CONFIDENTIAL~~ ~~SECRET~~  
(When Filled In)

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25X1A9a

22577

STATINTL

**REPORT OF OVERTIME AND HOLIDAY WORK PERFORMED**

NAME

GS-09

DATE

1 - 28 October 1961

TIME

2235-1400-1000

7 Oct 61  
14 Oct 61

0830-1700  
0830-1500

8  
6  
14

21 Oct 61  
28 Oct 61

0830-1700  
0830-1500

8  
6  
14

**TOTAL:**

**28**

STATINTL

28 Hours Overtime

15 January 1962